

1. New User Go to <https://www.us.army.mil>
2. Click Register for AKO

Army Knowledge Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address https://www.us.army.mil/suite/login/welcome.html# Go Links >

**AKO Help Desk**

**AKO ARMY KNOWLEDGE ONLINE**

Login to AKO

Login to AKO  
Login to AKO Lite  
Login using my CAC

New User?

Register for AKO

Eligibility: Active Army, Army Reserve, National Guard, DA Civilian, Retired Army, and Army Guests.

Password Problems?

Reset Password

Common FAQs

How do I install the DoD Certificate?  
How do I reset my password?  
How do I register for an AKO Account?  
How do I use my CAC to login to AKO?

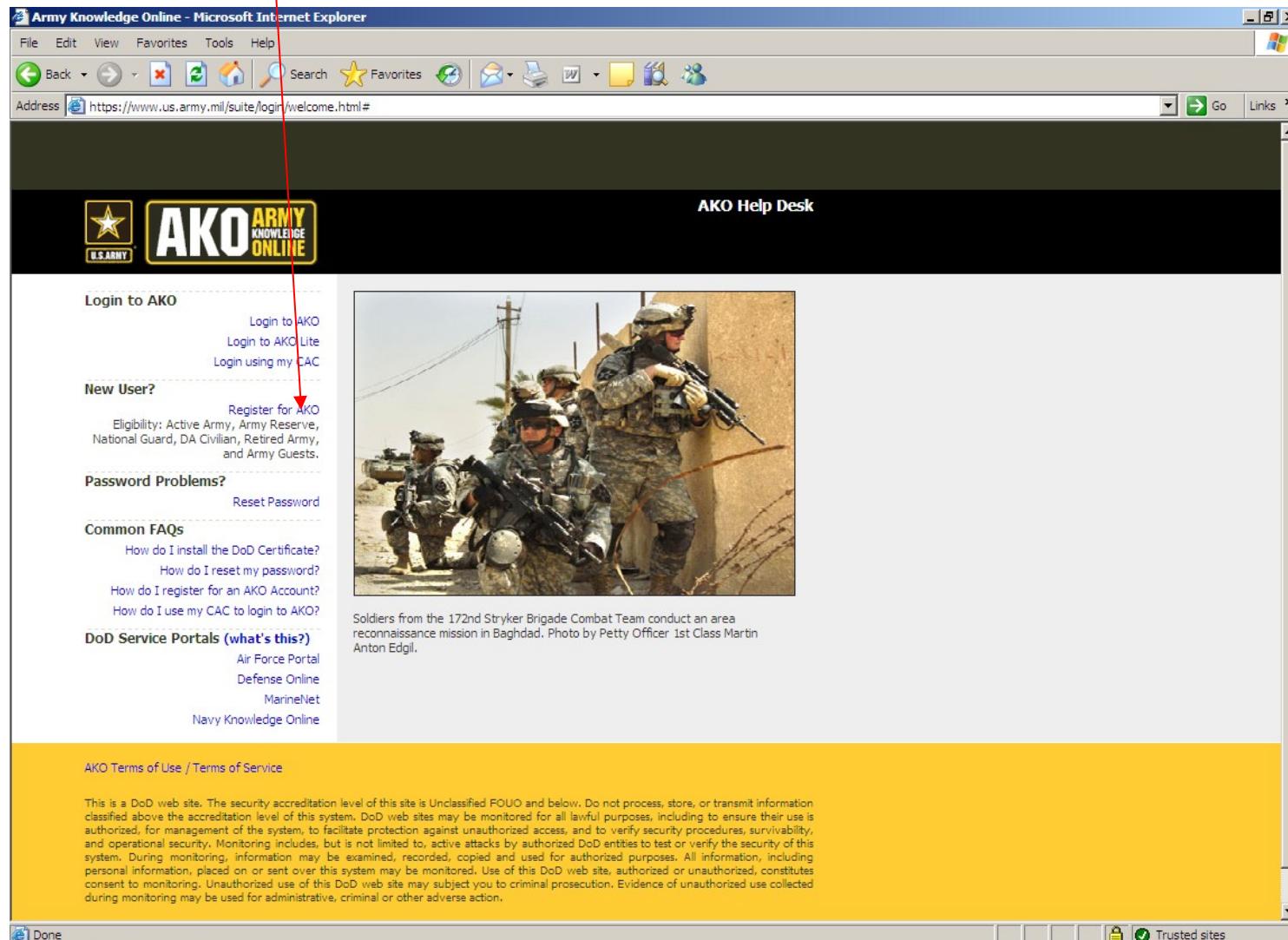
DoD Service Portals ([what's this?](#))

Air Force Portal  
Defense Online  
MarineNet  
Navy Knowledge Online

**AKO Terms of Use / Terms of Service**

This is a DoD web site. The security accreditation level of this site is Unclassified POUO and below. Do not process, store, or transmit information classified above the accreditation level of this system. DoD web sites may be monitored for all lawful purposes, including to ensure their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes, but is not limited to, active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD web site, authorized or unauthorized, constitutes consent to monitoring. Unauthorized use of this DoD web site may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or other adverse action.

Done Trusted sites



### 3. Click Create Guest Account

Army Knowledge Online - Microsoft Internet Explorer

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Address https://www.us.army.mil/suite/login/welcome.jsp

U.S. ARMY AKO ARMY KNOWLEDGE ONLINE

Army Portal Registration

Authorized full accounts include the following:

- Active Army
- Army Reserves
- Army Retired
- DA Civilian
- DA Civilian, Retired
- Future Soldiers
- Medical Retired
- NAF Civilian
- National Guard
- National Guard, Retired
- ROTC Cadets (MS III and IV)
- U.S. Military Academy Cadets

Create Full Account

New User? Register for AKO

Eligibility: Active Army, Army Reserve, National Guard, DA Civilian, Retired Army and Army Guest

Password Problems? Reset Password

Common FAQs

How do I install the DoD Certificate?

How do I reset my password?

How do I register for an AKO Account?

How do I use my CAC to login to AKO?

DoD Service Portals (what's this?)

Air Force Portal

Defense Online

MarineNet

Navy Knowledge Online

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classified above the accreditation level of th  
authorized, for management of the system,  
and operational security. Monitoring includ  
system. During monitoring, information m  
personal information, placed on or sent ov  
consent to monitoring. Unauthorized use of  
during monitoring may be used for adminis

Guest accounts include the following:

- Army Volunteer
- Contractor
- DoD Civilian
- Family Member of Full AKO Member
- Federal Civilian Agencies
- Foreign Officer (attached to U.S. Army)
- Homeland Security
- Incoming DA Civilian (what's this?)
- Military Transition (what's this?)
- Incoming Future Soldier
- Local National Employee
- Medical Discharge
- ROTC Cadets (MS I and II)
- US Air Force
- US Coast Guard
- US Marine Corps
- US Navy

Create Guest Account

Utility accounts should be used to provide organizational email addresses.

Create Utility Account

\* AKO policy dictates that usernames must follow the format "firstname.lastname", with middle names and trailing numbers used when necessary to create unique IDs. AKO user IDs that do not conform to this requirement are subject to deactivation. The only exceptions are usernames that are longer than 20 characters. These usernames must follow the format "firstinitial.lastname".

\* Users should register accounts ONLY for themselves. Please do not register an account on another user's behalf.

Help

Go Links

Trusted sites

## 4. Fill out form with required information and follow directions

The screenshot shows the 'Army Knowledge Online - Microsoft Internet Explorer' window. The title bar reads 'Army Knowledge Online - Microsoft Internet Explorer'. The main content area displays the 'Army Portal Registration' page. On the left, there's a sidebar with links for 'Login to AKO', 'New User?', 'Password Problems?', 'Common FAQs', and 'DoD Service Portals'. The main form is divided into two sections: 'Account Information' and 'User Information'. The 'Account Information' section contains fields for 'Army Sponsor' (with a note about accounts for Cadets and Foreign Officers), 'Account Type' (a dropdown menu), and a note about user names being generated from names entered. The 'User Information' section contains fields for 'Title' (dropdown menu), 'First Name' (text input), 'Middle Name' (text input), 'Last Name' (text input), 'Nick Name' (text input), 'Suffix' (dropdown menu), and a note about Social Security Number being mandatory for certain accounts. It also includes fields for 'Social Security Number' (text input), 'Organization' (text input), 'Organization Street Address' (text input), and 'Organization City' (text input). The bottom right corner of the browser window has a yellow background.

**Account Information**

Enter the AKO User Name of your Army sponsor.

\* Army Sponsor:

Choose the category that best describes you.

Note:

- Accounts for *Cadets* are only available to collegiate cadets.
- Accounts for *Foreign Officers* are only available to officers attached to the U.S. Army.

\* Account Type:

**User Information**

Your user name will be automatically generated from the names you enter. For example:

- First.Last
- First.MI.Last
- First.Middle.Last
- Nickname.Last
- First.Last(Suffix)

\* Title:

\* First Name:

Middle Name:

\* Last Name:

Nick Name:

Suffix:

Social Security Number is mandatory for *Cadet*, *Incoming Future Soldier*, *Incoming DA Civilian* accounts, *Military Transition* accounts, optional for all others. This is only used for identification purposes.

Social Security Number:

Enter your current organization (e.g. PEO STAMIS).

Organization:

Enter the address of your current organization (e.g. 9350 Hall Road, Suite 142, Fort Belvoir, VA 22060-5526).

Organization Street Address:

Organization City:

5. **Sponsor** Go to <https://www.us.army.mil>

6. Click Login using CAC

Army Knowledge Online - Microsoft Internet Explorer

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AKO ARMY KNOWLEDGE ONLINE

AKO Help Desk

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Soldiers from the 172nd Stryker Brigade Combat Team conduct an area reconnaissance mission in Baghdad. Photo by Petty Officer 1st Class Martin Anton Edgil.

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Done Trusted sites

# 7. Click My Account from the toolbar

A red arrow points from the text "7. Click My Account from the toolbar" to the "My Account" link in the top right corner of the browser window.

**Army Knowledge Online - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address https://www.us.army.mil/suite/authenticate.do Go Links

**Welcome, Lowell Seal (CAC Session) | My Account | Help | Logout**

**AKO ARMY KNOWLEDGE ONLINE**

My Workspace Knowledge Networks Site Map

email files forums groups im/chat my forms

AKO Home

Wednesday, 23 August 2006

Search Advanced Search

AKO Sites  AKO Files  DA Pubs & Forms  People (White Pages)

Create AKO Content

**My Favorites [Edit]**

Pages Links Files Forums

You have no pages in your favorites.

**Army Organizations**

Army Organizations has moved. To access, click the [Site Map](#) tab.

**Self Service**

Antivirus Services  Army e-Commerce  My Benefits  My Education  My Family  My Finance  My Legal  My Library  My Medical  My Personnel  My Readiness

**Home**

**Live Webcasts from LandWarNet 2006**



LTG Bouteille (CIO, US Army), LTG Croom (Director, DISA) and other key IT leaders will speak at this year's LandWarNet conference, August 21-24, 2006 from Fort Lauderdale, FL. The LandWarNet plenary sessions will be webcast live through the Army Streaming Media servers. To watch you must have QuickTime 7 installed on your computer.

[Click here to watch...](#)

**DOJMS, click here for a list of ports and protocols that must be opened to allow users to watch the webcast...**

**New AKO Homepage!**

On 26 August, AKO will release a new and improved homepage. The new homepage has a great new look and feel and has been designed to help you find your way around faster. To learn more:

- Take a complete [Tour of the New Homepage](#)
- For a quick overview, check out the special edition of [AKO at a Glance - The New Homepage](#)
- Visit the [AKO Homepage Upgrade site](#) to see the photo gallery and to send us feedback

**AKO Services**

**Army Wide Announcements**

23 Aug 2006 - [New Army GPS Website](#)  
Army PM GPS has established a new home page

Done Start Microsoft Office Outlook Microsoft PowerPoint - [...]

Trusted sites 1:19 PM

**Army News**

- Soldiers hone response to civil emergencies
- Online program eases uniform ordering for deployed Soldiers
- Nemechek claims season's first win
- Black Knights step up performance
- RE/MAX helps military spouses on career path

More

**Early Bird News**

show headlines

**AKO Links**

About AKO AKO Updates Army Application Directory Inside AKO Single Sign-on

**Army Links (Active Army Officers)**

DA Photo

## 8. Click Sponsor Management from the toolbar

## 9. The Sponsor will need to Approve the new account

The screenshot shows the AKO Sponsor Management Console interface. At the top, there's a navigation bar with links for User Info, Change Password, Mail Options, Vacation Message, IM Preferences, CAC Registration, My Profile, and Sponsor Management. A red arrow points to the 'Sponsor Management' link. Below the navigation bar, a message states: "Please note that verified guest accounts will be renewed for a maximum of 365 days. Unverified guest accounts can only be renewed for a maximum of 120 days. If your guests are eligible for verified accounts, please tell them to login to AKO (<https://www.us.army.mil>), click on 'My Account' (upper right), and click on the 'Verify Account' button. To learn more about verified and unverified guest accounts, please consult the [AKO Account Policy](#) document." A second red arrow points to the 'Approve' button in the 'New Sponsored Accounts' table.

**Sponsor Management Console**

Please note that verified guest accounts will be renewed for a maximum of 365 days. Unverified guest accounts can only be renewed for a maximum of 120 days. If your guests are eligible for verified accounts, please tell them to login to AKO (<https://www.us.army.mil>), click on "My Account" (upper right), and click on the "Verify Account" button. To learn more about verified and unverified guest accounts, please consult the [AKO Account Policy](#) document.

**New Sponsored Accounts**

Username	Approve	Reject	Account Type	External Email	Register Date	Revoke Date
You have no pending sponsored accounts to review						

**Existing Sponsored Accounts**

Username	Reapprove	Change Sponsor	Change Type	Reject	Account Type	External Email	Revoke Date
You have no sponsored accounts to manage							

**Left Sidebar:**

- AKO Home > Sponsor Management Console
- Wednesday, 23 August 2006
- AKO Sites (radio button selected)
- AKO Files
- DA Pubs & Forms
- People (White Pages)
- Create AKO Content
- My Favorites [Edit]
- Pages, Links, Files, Forums
- You have no pages in your favorites.
- Army Organizations
- Army Organizations has moved. To access, click the Site Map tab.
- Self Service
  - Antivirus Services
  - Army e-Commerce
  - My Benefits
  - My Education
  - My Family
  - My Finance
  - My Legal
  - My Library
  - My Medical
  - My Personnel
  - My Readiness
  - My Security
  - My Training
  - My Travel
- Reference
- Army Libraries

Done Trusted sites